



Rural Development Multi-Family Housing

MINC TRAINING HANDBOOK

MANAGEMENT

INTERACTIVE

NETWORK

CONNECTION

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This document is designed to be used in conjunction with the MINC “HELP” document. The MINC “HELP” document is available from the main web page of the MINC system.

MINC Overview

What is MINC?

MINC is a Web Page designed for use by Multi-Family Housing Management Agents and Service Bureaus in sending required submissions to, and validating information with, USDA Rural Development

- Borrowers may choose to transmit using either a direct connection, private vendor software or through the services of a computer “service bureau”.
- In addition, more program information may be transmitted, as the MINC now accepts transmissions of tenant and applicant information and required borrower financial reports that use Form RD 1930-7, Multiple Family Housing Project Budget, Form RD 1930-8, Multiple Family Housing Borrower Balance Sheet, Form RD 3560-7, Multiple Family Housing Project Budget/Utility Allowance, and Form RD 3560-10, Multi-Family Housing Borrower Balance Sheet.
- The goal of these upgrades is to increase borrower operating efficiencies and improve the Agency’s ability to manage the MFH portfolio
- Project Worksheets – borrowers are able to view project worksheets, approve and send in project worksheet payments, or pre-populate Form RD 3560-29, Notice of Payment Due Report, with the data from the project worksheet and mail it in.
- If you purchase a software package from a vendor for recordkeeping, you should be instructed by the vendor how to integrate their software with the MINC system. You should also rely on the vendor for support of that software.

How do I obtain a MINC ID?

To participate in MINC, sign into the Internet web site at:

<https://usdaminc.sc.egov.usda.gov> and go through the Registration process to request a MINC ID and Password. One MINC ID works in all states and for all projects managed now or in the future by any specific management agent or service bureau recognized by the Agency in the Multi-Family Information System (MFIS).

For detailed instructions on the registration process, refer to [Registering for a MINC ID and First Time set-up](#).

After registration, if you forget your password or your password needs reset for another reason, Management Agents should contact a Servicing Office to reset their Management Agent (TP user ID) password. The Servicing Office should complete and submit Attachment A to their IRM to have the password reset. Management Agents have the ability to reset passwords for MA users they set up under their TP ID.

MINC Security Training

Each management agent and service bureau is required to take USDA's IT Security Awareness Training. In addition, you must ensure that all employees that use the MINC system take USDA's IT Security Awareness Training and you must retain certification forms for all your users. Compliance is monitored by USDA during the triennial site visit inspection. This training must be completed by September 30 every year and is mandated by the Federal Information Security Management Act (FISMA), the Office of Management and Budget (OMB) Circular A-130, and the USDA Departmental Regulation 3140-1.

To take the training, click on the Security Training link on the MINC home page. After you complete the online course module, complete the Assessment within the training course. You must receive a score of 70% to receive credit for completion. Once you have passed the assessment with a score of 70% or greater, chose the "Click here to print your certificate" link. You will be asked to certify that you have completed the training. You must complete the certification form for your information to be recorded by your Agency Security Office. If you do not complete the form accurately, you will not receive credit for completing the required training. The certification form will be available to you for printing for your records and sending to others if required.

Items You Need

- MINC ID & Password (TP ID)
- MA User ID & Password (This is set up after your first access to MINC).
- Internet Explorer Version 4.0 or Higher OR Netscape Version 4.08 or Higher
- Adobe Acrobat 5.0
- Needed for Viewing and Printing Help Documentation and Reports

What is the difference between a MINC ID and a MA User ID?

The MINC ID is the Management Agent ID supplied by Rural Development. This is your TP ID. This ID acts as a System Administrator ID that allows you to set up each employee in your office with their own user ID (MA User ID). A user with an MA User ID submits online transactions to Rural Development. A user with a TP ID cannot submit online transactions to Rural Development, but can add new users, reset passwords, and monitor transactions sent by users in their office. The Management Agent with the TP ID must establish at least one "MA User ID" to transmit information to Rural Development.

MINC Web Address

- The web address for MINC is: <https://usdaminc.sc.egov.usda.gov>
- Documentation for MINC is found under HELP at:
<https://usdaminc.sc.egov.usda.gov>

PAD (Pre-Authorized Debit)

Rural Development encourages management agents to sign up for Pre-Authorized Debit (PAD) which allows borrowers that submit cash for their monthly installments to authorize Rural Development to deduct the amount due from their checking account in lieu of sending in paper checks each month.

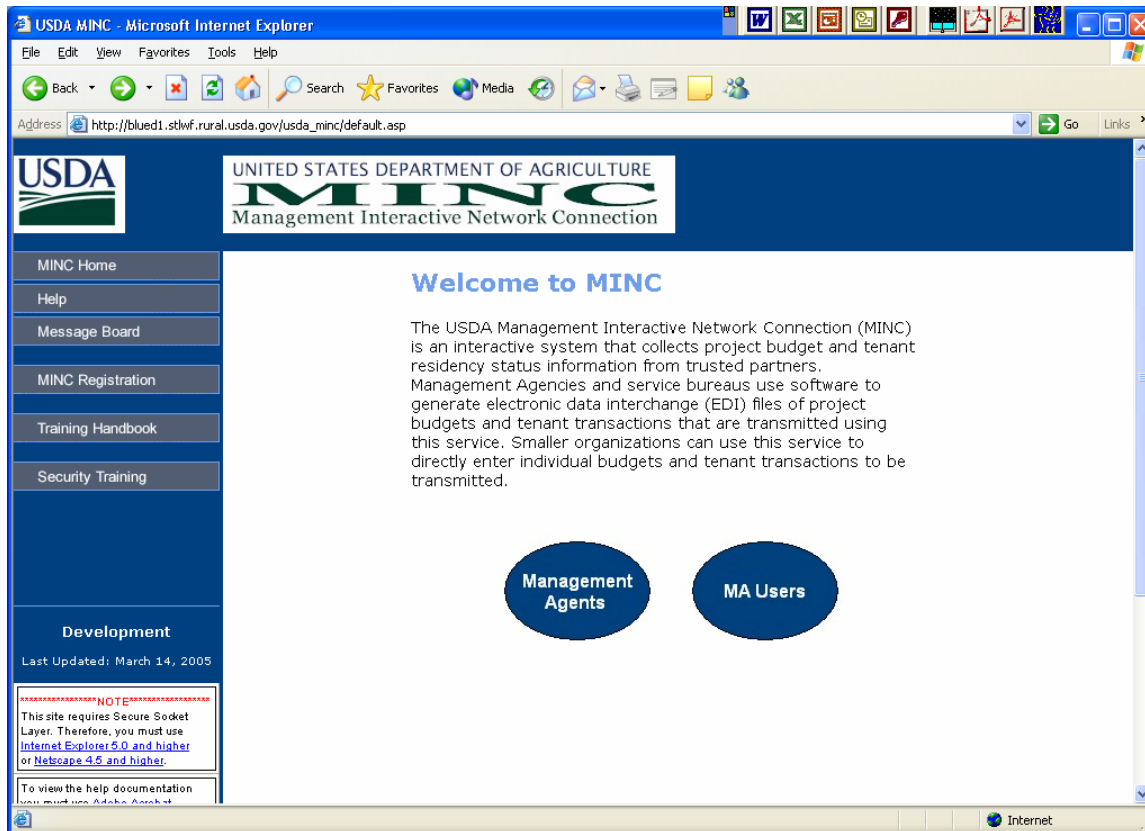
Support

If you are experiencing problems with the MINC application or you have a specific question about its functionality, please contact the Centralized Help Desk at 1-800-457-3642 (choose option 3= 'All Others' and then choose option 1= 'Eastern Region Help desk') or email: mfh@stl.rural.usda.gov. Please be prepared to provide the Management Agent name, id, contact person, phone number, and a description of the specific problem.

Please direct any vendor purchased software problems to your vendor.

Activating your Management Agent Access Code

1. Open your Internet Explorer or Netscape (This step is done “outside” of your Vendor Software)
2. Enter the web address: <https://usdaminc.sc.egov.usda.gov>.



This is the home page for the Management Interactive Network Connection (MINC) system.

Please note the options on the left, including HELP which is a detailed help document giving further instructions on the use of MINC. Also, please note the Message Board; this informs you of changes to the system.

A brief description of its use is provided on this page and gives users two ways to enter the system depending on their role. The two roles are **Management Agents** and **MA Users**.

- The Management Agent link is used by the Management Agent Company or Service Bureau that applies for MINC access. It is used to create and maintain users.
- The MA Users link is used by any personnel the Management Agent Company or Service Bureau sets up login ids for, to perform online transactions.